



STAYING CONNECTED GRANT TECHNOLOGY TRAINING GRANTS

REPORT AND EVALUATION

TO BE COMPLETED BY THE LIBRARY DIRECTOR

This form should be completed after consultation between the library director and the individual taking the course/program. (Library directors taking the course should consult with the library board chair.) This form should be completed and returned to the State Library no longer than one week after the training event/program is completed.

Name of library: _____ Today's Date: _____

Name of Participant: _____

Name of event/program: _____

Sponsoring Organization: _____

Location: _____ Dates: _____

Financial Summary

If the financial summary is the same as the budget supplied in the original application, please indicate and skip to the next section.

	Grant Funds	Matching Funds*	Source of Matching Funds [†]	Total Expenses
Registration				
Testing Fees				
Lodging				
Transportation				
Miscellaneous				
Total:				

*NOTE: * Grant funds can be no more than 80% of the total cost of all expenses. A monetary match may have been excluded IF the staff member who received training signed the employment commitment form. Please indicate if employment commitment was used as match.*

[†] State aid, lottery, local, other.

Staying Connected Technology Training Sub-Grant
Employment Commitment Form--2004

(To be completed by the library director, continued)

Please answer the following. (Use a separate sheet as necessary.)

1. As a result of the professional training provided by the grant, describe how services will improve at your library and its impact on your library users.

2. How will the information learned be shared with other library staff members?

3. How will the information learned assist the library in efforts to sustain public access to technology for the library's clientele?

Signature: _____
(Library Director or Board Chair)

Date: _____

REPORT AND EVALUATION

To be completed by individual event/program and returned to the South Carolina State Library within two weeks of the completion of training. Another evaluation will be required after 6 months to evaluate the long-term benefits of the advanced technology training.

Please answer the following. Use a separate sheet as necessary.

1. How will you apply the workshop/institute/seminar/program material to your work?
2. As a result of this training opportunity, how are you making a difference in quality library services offered in your area?
3. As a result of this training opportunity, how will you assist the library in sustaining public access to technology for the library's clientele?

Name: _____
(please print)

Signature: _____

Date: _____